

**INDIANA BOARD OF VETERINARY MEDICAL EXAMINERS  
VETERINARY TECHNICIAN  
INFORMATION AND INSTRUCTION SHEET**

Before completing and submitting your application to our office, please read all materials and information included.

**AGENCY ADDRESS/PHONE NUMBER/FAX/EMAIL/WEBSITE**

Indiana Professional Licensing Agency  
402 West Washington Street  
Room W072  
Indianapolis, Indiana 46204  
Staff Phone: (317) 234-2054  
Staff FAX: (317) 233-4236  
Website: [www.pla.IN.gov](http://www.pla.IN.gov)  
Staff Email: [pla8@pla.IN.gov](mailto:pla8@pla.IN.gov)

**CONTENTS OF APPLICATION PACKET**

This application packet should contain the following information:

Application  
Certification of Expected Graduation form  
AAVSB Veterinary Technician Information Verifying Agency Form  
Information and Instruction Sheet  
Veterinary Statute (IC 15-5)  
Veterinary Rules (Title 888)  
Health Profession Standards of Practice (IC 25-1-9)

If your packet does not contain all of the above information, you may log on to the Board's website at [www.pla.IN.gov](http://www.pla.IN.gov) to download the missing information or you may contact the Agency to have this information forwarded to you.

**JURISPRUDENCE EXAMINATION**

All applicants for registration as a veterinary technician are required to pass a written jurisprudence examination. No applicant is exempt from this requirement.

Applicants who take the VTNE examination in the state of Indiana will be administered the jurisprudence examination on the day of the VTNE examination.

Applicants who apply for endorsement will be notified and sent a schedule of dates in which to take the jurisprudence examination after approval by the Board. The Jurisprudence Examination is given every other week at the Indiana Government Center South in Indianapolis, Indiana.

The jurisprudence examination will cover the veterinary statute and rules, and the Health Professions Standards of Practice. A score of 75 or above on the examination is passing.

**BASIS FOR REGISTRATION**

**EXAMINATION** – Based upon applying to take the Veterinary Technology National Examination (VTNE) in the state of Indiana.

**ENDORSEMENT BY EXAMINATION** – Based upon passing the Veterinary Technology National Examination (VTNE) in another state.

**ENDORSEMENT** – If the applicant has not taken the Veterinary Technician National Examination (VTNE), the applicant must provide proof that for the five (5) years immediately preceding filing an application with

this Board that he/she has been a registered veterinary technician in a state, territory, or district of the United States having registration requirements, which are substantially equivalent.

The applicant who applies for registration under this section bears the burden of proving the requirements of the state in which the applicant is currently registered are equivalent to those requirements of the Board. The applicant shall submit any documentation, required by the Board, to determine whether the requirements of the other state are equivalent to the Board's.

#### **TESTING ACCOMMODATION REQUEST**

If you have a disability, which may require some accommodation in taking the examination, please request a **Testing Accommodation Request Form** from this office by calling (317) 234-2054. If an accommodation is not requested prior to the application deadline, we cannot guarantee the availability of the accommodation on-site.

#### **THE FAIR INFORMATION PRACTICE ACT**

In compliance with IC 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

Your Social Security Number is being requested by this state agency in accordance with IC 41-8-1. Disclosure is mandatory, and this record cannot be processed without it.

#### **MANDATORY DISCLOSURE OF U.S. SOCIAL SECURITY NUMBER**

Pursuant to Section 7 of the Privacy Act of 1974, you are hereby given notice that disclosure of your U.S. Social Security number on your application is mandatory for the purpose of complying with IC 25-1-5-8 and IC 4-1-8-1 which provide that the Indiana Department of Revenue may obtain Social Security numbers from the Professional Licensing Agency for tax enforcement purposes. In addition, disclosing such number is mandatory in order for the licensing board or committee to comply with the requirements of the federal National Practitioner Data Bank and the Healthcare Integrity and Protection Data Bank 42 U.S.C. §1320(a)-7e(b), 5 USC §552a, 45 CFR Part 60.1, and 45 CFR Part 61.

Failure to disclose your U.S. social security number will result in the denial of your application. Application fees are not refundable

#### **ABANDON APPLICATIONS**

If an applicant does submit all requirements within one (1) year after the date on which the application is filed, the application for registration is abandoned without any action of the Board. An application submitted subsequent to an abandoned application shall be treated as a new application.

**REGISTRATION AS A VETERINARY TECHNICIAN  
INSTRUCTIONS  
APPLYING TO TAKE VETERINARY TECHNOLOGY EXAMINATION**

The instructions listed below are for applicants who are applying to take the veterinary technology national examination. The examination is administered one time per year in the month of January. If the date below has already passed please go to the Board's Website at [www.pla.IN.gov](http://www.pla.IN.gov) to download an updated application and instruction sheet or you may contact the Professional Licensing Agency for an updated packet by calling (317) 234-2054.

2007 EXAMINATION AND DEADLINE DATE	
EXAMINATION DATE	DEADLINE DATE
January 19, 2007	December 5, 2006
All applications for the examination must be submitted or postmarked forty-five (45) days prior to the examination date.	

**REGISTRATION APPLICATION**

Mail completed application along with all required documents listed below to the Indiana Professional Licensing Agency at the following address:

Indiana Professional Licensing Agency  
Attn: Indiana Board of Veterinary Medical Examiners  
402 West Washington Street, Room W072  
Indianapolis, Indiana 46204

**AFFIDAVIT**

If you answer "yes" to any of the six (6) questions on the application, the applicant must explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date and disposition. If you have a malpractice action, provide name(s) of plaintiff(s). Letters from attorneys or insurance companies are not accepted in lieu of your statement; however they may accompany your affidavit.

**FEE INFORMATION**

Applicants must submit a **forty-five dollar (\$45.00)** fee with their application made payable to the Indiana Professional Licensing Agency. This fee may be submitted by cash, check or money order. We cannot accept payment by credit card. **ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

**PROFESSIONAL EXAMINATION SERVICE (PES) FEE**

In addition to the forty-five dollar (\$45.00) application fee, an applicant for examination or reexamination must bring to the examination a **certified check or money order** payable to the Professional Examination Service in the amount of one hundred dollars (\$100.00). ***Cash, personal checks or company checks will not be accepted by PES. All fees that are owed to PES must be paid on the day of the examination or you will not be permitted to take the examination.***

**PHOTOGRAPH**

Applicants must submit two (2) acceptable photographs, taken not earlier than one (1) year prior to the date of application dated and signed across the back in the applicant's handwriting, "I certify that this is a true photograph of me". The photograph should be approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No "Polaroid" type photographs, laminated photographs, laminated identification cards or group photographs will be accepted.

**OFFICIAL TRANSCRIPTS**

Applicants must submit an official transcript, certified by the school or college, recording the degree earned in a program of veterinary technology.

**CERTIFICATION OF EXPECTED GRADUATION FORM**

If an official transcript has not been issued you must have the "Certification of Expected Graduation" form completed by the Dean, Secretary, or Registrar and it must include the school seal. This form must be received prior to the applicant being approved to take the VTNE examination. The Certification of Expected Graduation Form is attached to your application. (See Note)

**NOTE:** If a certification of expected graduation form is submitted, that upon successful completion of the examination an official transcript certified by the school or college, recording the degree earned in a program of veterinary technology, will need to be submitted prior to the issuance of your registration as a veterinary technician.

**NAME CHANGE**

An official affidavit indicating any legal name change or a notarized copy of a marriage certificate is acceptable if your name differs from that on any of your documents.

<b>REGISTRATION AS A VETERINARY TECHNICIAN INSTRUCTIONS BY ENDORSEMENT</b>
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**REGISTRATION APPLICATION**

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Indiana Professional Licensing Agency  
Attn: Indiana Board of Veterinary Medical Examiners  
402 West Washington Street, Room W072  
Indianapolis, Indiana 46204

**AFFIDAVIT**

If you answer "yes" to any of the six (6) questions on the application, the applicant must explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date and disposition. If you have a malpractice action, provide name(s) of plaintiff(s). Letters from attorneys or insurance companies are not accepted in lieu of your statement; however they may accompany your affidavit.

**FEE INFORMATION**

Applicants must submit a **thirty dollar (\$30.00)** application fee made payable to the Professional Licensing Agency. This fee may be submitted by cash, check or money order. We cannot accept payment by credit card. **ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

**PHOTOGRAPH**

Applicants must submit two (2) acceptable photographs, taken not earlier than one (1) year prior to the date of application dated and signed across the back in the applicant's handwriting, "I certify that this is a true photograph of me". The photograph should be approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No "Polaroid" type photographs, laminated photographs, laminated identification cards or group photographs will be accepted.

**OFFICIAL TRANSCRIPTS**

Applicants must submit an official transcript, certified by the school or college, recording the degree earned in a program of veterinary technology.

**OFFICIAL SCORE REPORT**

Applicants who are applying by endorsement must submit an official score report submitted from the American Association of Veterinary State Boards (AAVSB) Veterinary Technician Information Verifying Agency showing a passing score on the VTNE examination. Please contact the AAVSB for a "Score Reporting Service" form at the address listed below or you may download this form from their website. This will explain how to obtain your scores and fee information.

American Association of Veterinary State Boards  
Veterinary Information Verifying Agency  
4106 Central Street  
Kansas City, MO 64111  
Telephone: (816) 931-1504  
Toll Free: (877) 698-8482  
FAX: (816) 931-1604  
E-mail: [info@aavsb.org](mailto:info@aavsb.org)  
Website: <http://www.aavsb.org/TIVA/TIVAHome.aspx>

**VERIFICATION OF REGISTRATION**

A verification of registration must be submitted from every state where you hold or have held a registration to practice as a veterinary technician, verifying the date the applicant's registration was originally issued and certifying whether or not disciplinary proceedings have ever been initiated or are presently pending against the applicant.

If a state examination was administered, please have the state board attach the examination subjects and scores to the verification of veterinary technician registration form. The verification of veterinary technician

registration form is apart of your application. Please make copies of the form if you are registered in more than one state.

**NAME CHANGE**

An official affidavit indicating any legal name change or a notarized copy of a marriage certificate is acceptable if your name differs from that on any of your documents.

**PROOF OF 5 YEARS OF ACTING AS A REGISTERED VETERINARY TECHNICIAN**

If you have not completed a veterinary technology national examination but have graduated from an approved program of veterinary technology you must submit proof of five (5) years, immediately preceding filing an application, that he/she has been acting as a registered veterinary technician in a state, territory, or district of the United States having registration requirements which are substantially equivalent to the requirements of this chapter. Documentation of your employment record for the past five (5) years may include such evidence as:

- A letter from your employer, including dates of employment and name and address of the practice.
- A letter from colleagues including dates of where you were employed and name and address of the practice.
- Any other information to prove to the Board's satisfaction that you have been employed as a veterinary technician for the past five (5) years.

**NAME CHANGE**

An official affidavit indicating any legal name change or a notarized copy of a marriage certificate is acceptable if your name differs from that on any of your documents.